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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 7

Date: **100378**

21 March 1956

MEMORANDUM FOR: OTR School Chiefs and Sponsors of
Non-OTR Conducted Courses

SUBJECT: New Edition of OTR Catalog of Courses

REFERENCES: (a) Catalog of Courses TR CC 100-1
(b) Catalog of Courses TR CC 101-1
(c) Catalog of Courses TR CC 200-1

1. The next edition of CIA's Catalog of Courses is scheduled for distribution throughout the Agency and overseas on or about 1 June 1956. Your additions and revisions to the written text are requested by the Instructional Services Branch, OTR, Room 2036, R&S Building, [] not later than 2 April, due to the involved problems on preparation, production and distribution. Schedules for the Field issue have been completed, and [] will contact you by 23 March to secure the remaining domestic schedules.

2. Please draft your revisions or additions on the same basis as the administrative and course description pages in the present edition --- in terms of format, content, and writing style. Try to limit yourself to one (1) page or less, per text.

3. If your changes, in some instances, are minor, you may wish to take the page out of your present edition, write the changes on it, and send it into ISB. We ask you to make limited use of this device, for we always face problems in interpreting inter-lined text. It will be most helpful if you will, in most instances, send us your text typewritten.

4. In listing your course, service or activity, you will wish principally to cover the following points:

a. The administrative instructions, appearing in the "FOREWORD" section of your Catalog.

b. Your course-description and other pages, appearing in the remaining Catalog section(s).

5. Please be sure to submit your texts to the ISB not later than 2 April. As soon as you have any single text ready, send it along. In most cases, we do not have to wait for a School or sponsor to submit a "whole package;" we can work on the "parts" as soon as they reach us.

Chief, Instructional Services Branch/SS/TR

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